



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

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MEMORANDUM FOR ADMINISTRATIVE ASSISTANT, OFFICE OF THE SECRETARY
OF THE ARMY

SUBJECT: Army Education Advisory Committee (AEAC) Charter

1. Recommend renewal of the Army Education Advisory Committee (AEAC) Charter. The AEAC provides a vital link between the Army and the nation's civilian education and training community to provide a valuable resource that furthers the Army's training and education objectives. Additionally, the AEAC provides the Army with a source capable of performing credible analyses of key issues, then proposing viable courses of action for consideration and implementation.
2. The AEAC and Commanding General, TRADOC recommended the dissolution of the Distance Learning and Reserve Officer Training Corps Subcommittees and they are not reflected in this charter. These subcommittees successfully completed the functions tasked to them and this change is also reflective of an effort to achieve greater efficiencies within TRADOC and the Army. This charter now reflects the existence of three subcommittees, each designated to support a different aspect of the Army's training and Soldier support missions.
3. Each of the Subcommittees serves as a Board of Visitors (BOV) that exercise supervision and oversight of the Institution's academic program. Oversight of these academic programs is required to maintain their academic accreditation which enables Army Soldiers to receive accredited degrees. Additionally, BOVs provide advice to their institutions, assisting in the maintenance of the higher academic standards, and ensuring that Army educational policies and techniques are relevant, current and equal to those found in the finest institutions of higher education.
4. Should you require additional information or assistance please feel free to contact Mr. Gerry L. Kitzhaber at (703) 695-6906.

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CHARTER
ARMY EDUCATION ADVISORY COMMITTEE

1. Committee's Official Designation: The Committee shall be known as the Army Education Advisory Committee (hereafter referred to as "the Committee").
2. Authority: The Secretary of Defense, under the provision of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix) and 41 CFR § 102-3.50(d), established the Committee.
3. Objectives and Scope of Activities: The Committee shall provide independent advice and recommendations on matters relating to the U.S. Army educational matters, as set out in (4) below.
4. Description of Duties: The Committee shall
5. Agency or Official to Whom the Committee Reports: The Committee shall report to the Secretary of Defense, through the Secretary of the Army and the Chief of Staff of the U.S. Army.
6. Support: The Department of Defense, through the Department of the Army and U.S. Army Training and Doctrine Command (TRADOC), shall provide support as deemed necessary for the performance of the Committee's functions, and shall ensure compliance with the requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).
7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and meeting and contract support, is approximately \$435,600.00. The estimated annual DoD personnel costs to the Department of Defense are 2.8 full-time equivalents (FTE).
8. Designated Federal Officer: Pursuant to DoD policy, the Designated Federal Officer and Alternate Designated Federal Officer, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. In addition, the Designated Federal Officer is required to be in attendance

at all committee and subcommittee meetings; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the meeting.

9. Estimated Number and Frequency of Meetings: The Committee shall meet at the call of the Committee's Designated Federal Officer, in consultation with the Chairperson. The estimated number of Committee meetings is two per year.
10. Duration: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
11. Termination: The Committee shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
12. Membership and Designation: The Committee shall be composed of not more than fifteen members, who are eminent authorities in the field of defense, management, leadership, and academia. Committee members shall be appointed by the Secretary of Defense and their membership shall be renewed by the Secretary of Defense on an annual basis.

Committee members shall serve three-year terms but no more than six consecutive years, unless otherwise determined by the Secretary of the Defense. Committee members shall, with the exception of travel and per diem for official travel, serve without compensation, unless otherwise authorized by the Secretary of the Army. The TRADOC Assistant Deputy Chief of Staff, G-3/5/7 will serve as a non-voting member of the Committee and will appoint the Committee's Chairperson and Vice Chairperson from the total Committee membership.

Committee members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall be appointed under the authority of 5 U.S.C. § 3109, and serve as special government employees.

The Secretary of the Army or designated representative may invite other distinguished Government officers to serve as non-voting observers of the Committee.

The Secretary of the Army, pursuant to DoD policies and procedures, may appoint, as deemed necessary non-voting consultants to provide special expertise to the Committee. These consultants, if not full-time or part time government employees, shall be appointed under the authority of 5 U.S.C. § 3109, shall serve as special government employees, shall be appointed on an intermittent basis to work specific Committee-related efforts, and shall have no voting rights.

13. Subcommittees: With DoD approval, the Committee is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee

Act of 1972, the Government in the Sunshine Act of 1976, and other governing Federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Committee, and shall report all their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Committee; nor can they report directly to the Department of Defense or any Federal officers or employees who are not Committee members.

The Committee shall establish and maintain three permanent subcommittees. Subcommittees and subcommittee members will be limited to the numbers authorized in the following list, unless recommend by the Secretary of the Army and approved by the Secretary of Defense:

- a. The United States Army War College Board of Visitors subcommittee shall be comprised of no more than 12 members and shall focus primarily on the United States Army War College.
- b. The Command and General Staff College Board of Visitors subcommittee shall be comprised of no more than 12 members and shall focus primarily on the Command and General Staff College.
- c. The Defense Language Institute Foreign Language Center Board of Visitors shall be comprised of no more than 12 members and focus primarily on the Defense Language Institute Foreign Language Center.

Subcommittee members, who are not parent Committee members, shall be appointed in the same manner as Committee members. The same term of service limitation also applies to any DoD authorized subcommittees.

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Record Schedule 26 and governing DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).

15. Filing Date: